



Mission Notice

SUBJECT: EMPLOYMENT OPPORTUNITY

OPEN TO: All Interested Candidates

POSITION: Economic Assistant – Grade FSN-08; or FP-06 (If FP, Washington will confirm final grade based on candidate's qualifications)

OPENING DATE: January 4, 2013

CLOSING DATE: January 18, 2013

WORK HOURS: Full-time: 40 hours per week

START DATE: TBD

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lisbon is seeking one individual for the position of Economic Assistant in the POL/ECON Section.

Special Note: This position requires extensive on-the-job training. Full Performance of Position cannot be reached before 6 months and until candidate is able to perform full range of duties. Candidates will be hired at a Trainee level that is one grade below (FSN-07 or FP-07) the full performance level advertised.

BASIC FUNCTIONS OF POSITION

Under the supervision of the Political & Economic Counselor, the Economic Assistant serves as the Embassy's policy expert and advisor on economic, environment, science, and financial issues.

- Develops intermediate level contacts within Portuguese government, non-government, public, and private institutions.
- Provides context, advice, reporting, analysis, and institutional memory to the Political & Economic Section and the Embassy's Executive Office on relevant issues.

- Provides oral and/or written reports in English and Portuguese at a high level of sophistication.
- Contributes to and/or drafts annual reports such as the embassy's Investment Climate Statement, Foreign Investment Report, and Money Laundering report, as well as spot reports on other economic and political issues.
- Maintains a deep day-to-day familiarity with current affairs, including Portuguese, EU and US economic and political developments, via press reporting, other sources, and interaction with a range of contacts.
- Maintains intermediate-level contacts relating to Portugal, US, and EU economic, financial, science and technology (S&T), energy, environment, political, academic, and media sectors.
- Represents the U.S. Embassy in meetings and events, including mid-level Portuguese government officials.
- Organizes and supports official visits and events, such as visits to Portugal by US officials and delegations, including high-level governmental and congressional delegations; and travel throughout Portugal by Embassy officers.

A copy of the complete position description (PD) listing all duties, responsibilities, and qualifications is available in the Human Resources Office. To review the complete PD, contact Cristina Villarinho using the phone number, fax, or e-mail listed below.

QUALIFICATIONS REQUIRED

1. Education: Undergraduate degree in Economics, Finance, Politics, International Affairs, Journalism or a related field.
2. Experience: Three years of relevant experience of increasing responsibility.
3. Language: English- Level 4 (fluent) reading/speaking/writing abilities and Portuguese- Level 4 (fluent) reading/speaking/writing abilities.
4. Knowledge: Deep familiarity with the full range of Portuguese, US and European events, trends and personalities. Ability to read, write and brief at a high level of sophistication in English and Portuguese. Ability to develop relevant intermediate to high-level contacts. Strong knowledge of Portuguese and European economic and political structures and institutions.
5. Skills and abilities: Proficient in advanced word processing and computer spreadsheet applications. Able to operate smoothly in US and Portuguese business and cultural environments. Able to independently research, analyze and provide critical reporting on relevant issues. Ability to conduct analysis of intermediate to high-level scope of complexity and to prepare precise and accurate factual reports, often under time pressure and sometimes with little supervision.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address in the written application each of the "Qualifications Required" shown above.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful candidacy.
2. Any employee serving a probationary period, any NOR hired under a Personal Services Agreement (PSA) within the first 90 calendar days of employment, or any AEFM employee within the first 90 calendar days of an FMA appointment is ineligible to apply for this position.

TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (DS-174); **or**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both: i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. A candidate claiming U.S. Veterans preference must provide a copy of the applicable Form DD-214 with the application. A candidate claiming conditional U.S. Veteran's preference must submit documentation confirming eligibility for a conditional preference in hiring together with the application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Cristina Villarinho
Telephone: (351) 21-770-2516 Fax: (351) 21-726-7303
Email: hrol@state.gov

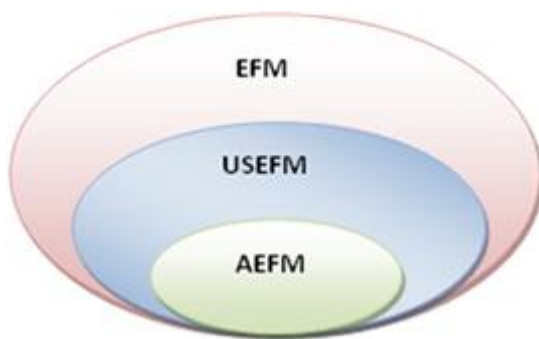
CLOSING DATE FOR THIS POSITION: January 18, 2013

The US Mission in Portugal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The US Mission in Portugal also strives to achieve equal employment opportunity in all human resource operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited human resource practices, and/or courts for relief.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. AEFM: a type of EFM that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided the person meets all of the following criteria:

- U.S. Citizen;
- Spouse or dependent who is at least 18 years of age;
- Service, Department of Defense (DoD), uniformed service member or DoD civilian employee permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; **and**
- Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.

2. EFM: A Family Member, at least 18 years of age, listed on the travel orders of a Foreign Service, Civil Service, DoD uniformed service member, or DoD civilian permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission Authority, who does not meet the definitions of AEFM above.
3. MOH: A Member of Household (MOH) is a person who:
 - Has accompanied, but is not on the travel orders of a U.S. citizen Foreign Service, Civil Service, DoD uniformed service member, or DoD Civilian employee permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; **and/or**
 - Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; **and**
 - Resides at post with the sponsoring employee.
4. OR: Ordinarily Resident - A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. NOR: Not Ordinarily Resident – Typically NORs are U.S. citizen EFM's of FS, GS, and uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. MOHs also fall under this category.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, Cell phone numbers and e-mail address
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References